



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Division of Professional Standards

LICENSING NEWS SUMMER 2007

Topics

1. Renewing Rules 2002 Initial Licenses
2. Converting Rules 2002 Initial Licenses
3. Emergency Permits and Transition to Teaching Permits
4. Renewing, Adding to, Professionalizing Licenses from a previous era (400,46-47)
5. CPR / Heimlich training
6. On-line license applications (TOLS)



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Web Site for the Division of Professional Standards

www.doe.state.in.us/dps



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Rules 2002

- Current Licensing System for Indiana
- Introduced in 2003-2004
- All new licenses issued under Rules 2002
- 3 levels:
 - Initial - 2 years
 - Proficient - 5 years
 - Accomplished - 10 years
- IMAP = 2 year mentoring program
 - Required for all Initial Licenses



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Renewing Initial Licenses

- To renew an Initial License you must apply directly to the DPS.
- Application materials include:
 - Application - form 933 I
 - Limited Criminal History Report
 - \$35.00 money order
 - Initial License
 - Statement that IMAP not completed



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Converting Initial Licenses

- IF you have a Rules 2002 Initial License and have completed the IMAP, you are eligible for:
 - A Proficient License if you have a Bachelor's degree
 - An Accomplished License if you have a Master's degree or higher



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Emergency Permits & Transition to Teaching Permits

- Indiana has two temporary teaching credentials:
 - Emergency Permit
 - One year of validity
 - Can be renewed twice
 - Must be applied for by school corporation
 - Transition to Teaching Permit
 - Three years of validity
 - No renewal
 - Must be enrolled in a “T to T” program
 - Must be applied for by school corporation



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Renewing, Adding To, Professionalizing 400 and 46-47 Licenses

- Bulletin 400 - Licensing system in effect in Indiana from mid 1960's to late 1970's
- Rules 46-47 - Licensing system in effect in Indiana from late 1970's to 2003
- Bulletin 400 and Rules 46-47 Licenses can be renewed, added to, and converted to 10 - year Professional Licenses



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CPR / Heimlich Training

- As of July 1, 2007 new Indiana law requires CPR / Heimlich maneuver training for these license actions:
 - Very first teaching, administration, and school services licenses
 - Very first Emergency Permit and Transition to Teaching Permit
 - Very first Substitute Certificate
 - Very first Reciprocal Permit



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Teacher On-Line Licensing System (TOLS)

- In the summer of 2007, Indiana entered into the era of allowing persons to apply on-line for some licenses
- As of mid-summer 2007, only these license actions can be done on-line:
 - First teaching or school administration
 - Adding to an existing teaching license
 - Renewing a Rules 46-47 license
 - Professionalizing a Rules 46-47 license
- TOLS works for any of these actions **IF** you did course work or programs in-state.
- TOLS web address: <https://pcats.doe.state.in.us/apps/psb/pcats/>



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Division of Professional Standards

Director:

Shawn Shriver, ssriver@doe.state.in.us

Assistant Director Assessment

Debby Williams, dwilliams@doe.state.in.us

Assistant Director Teacher Ed

Mary Glenn Rinne, mgrinne@doe.state.in.us

Assistant Director Licensing

Ray Graves, rgraves@doe.state.in.us

Assistant Director Operations

Terri Banks, tbanks@doe.state.in.us

Senior Education Consultant

Robin Meyer, rmeyer@doe.state.in.us

Education Consultant

Kent Stoelting, kstoelting@doe.state.in.us

Systems Analyst

Brian Creighton, bcreighton@doe.state.in.us

Web Site

www.doe.state.in.us/dps

Telephone Number

317-232-9010

Mailing Address

Rm 229, State House, Indianapolis IN 46204-2798



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Web Site for TOLS

Teacher On-Line Licensing System

[https://pcats.doe.state.in.us/
apps/psb/pcats/](https://pcats.doe.state.in.us/apps/psb/pcats/)



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